

OCS-M75- 360  
- 4 NOV 1975

MEMORANDUM FOR: Director of Finance

THROUGH : Office of Personnel/Review Staff

SUBJECT : Restoration of Annual Leave for  
Mr. [REDACTED]

REFERENCE : A. Public Law 93-181  
B. [REDACTED] 22 January 1975

25X1A

25X1A

25X1A9a

25X1A6a

25X1A9a

1. [REDACTED] is a GS-12, Telecommunications Specialist, assigned to [REDACTED] is requesting that 80 hours of annual leave which he lost in calendar year 1974 be restored to his annual leave account in accordance with Public Law 93-181.

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2. [REDACTED] departed [REDACTED] on 8 March 1974 for home leave, TDY Headquarters, and [REDACTED] Subject arrived Headquarters for TDY on 22 April 1974, after completing 30 days home leave. From 22 April 1974 until arrival in [REDACTED] on 31 May 1974, [REDACTED] was TDY Headquarters for training and no annual leave was taken except for three days enroute to [REDACTED] Review of [REDACTED] leave record showed that Form 1082, Report of Traveler's Leave, for the period 11 March to 21 April 1974 authorized only 15 days home leave with the balance charged to annual leave. An amended Form 1082 for the period 11 March to 21 April 1974 was requested authorizing 30 days home leave. Upon receipt of amended Form 1082, Office of Finance charged subject's home leave account an additional 10 days and reinstated it to his annual leave account. However, the additional 80 hours could not be reinstated to [REDACTED] annual leave account as his maximum end of year balance was 360 hours. Due to this maximum year end balance, subject had to forfeit 80 hours of annual leave.

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3. Based on the facts presented by [REDACTED] it would appear evident that the loss of leave was result of an administrative error over which he had no control. Had the error not occurred, [REDACTED] would have had the option of re-

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requesting an additional 80 hours of annual leave during 1974 without going below his year end maximum. It is therefore recommended that the restoration of 80 hours annual leave be approved and that this leave be restored.

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[REDACTED]  
Chief, Communications Services

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\_\_\_\_\_  
Approved

5 NOV 1975

\_\_\_\_\_  
Date

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Date

Distribution:

Orig - (Return to OC-S)

1 - D/Finance

① - OP/Review Staff

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Restoration of Annual Leave

25X1A9a

FROM: Chief, OC-S  
711 MagEXTENSION  
G 3194

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OP/Review Staff  
626 C of C BLDG

THROUGH ADDRESSEE

2. D/Finance  
1212 Key

ADDRESSEE

3.

4. DD/Pers-P&amp;C

4. OK to approve. Office of  
Finance confirms adjustment  
made in February

5.

6.

7. D/Finance  
1212 Key

8.

9.

10.

11.

12.

13.

14.

15.

25X1A9a

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